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DIVERSITY AND INCLUSION POLICY

POLICY STATEMENT:

At Data Quest we are committed to cultivating a workplace that embraces diversity and fosters inclusion. We believe that diversity encompasses all aspects of human differences, including but not limited to race, ethnicity, gender, age, sexual orientation, religion, disability, and cultural background.

Through this policy, we aim to:

- Promote equal opportunities for employment and advancement based on merit and qualifications.
- Eliminate discrimination, harassment, and bias in all forms within our workplace.
- Encourage open dialogue, understanding, and mutual respect among all employees.
- Foster an inclusive culture that celebrates diversity and promotes belonging.

This policy applies to all employees, contractors, vendors, and stakeholders of Data Quest and we are committed to upholding these principles in all aspects of our operations and interactions.

SCOPE OF POLICY

This Diversity and Inclusion Policy applies to all employees, contractors, vendors, and stakeholders of Data Quest. It encompasses all aspects of employment and workplace interactions, including but not limited to:

- Ensuring fair and equitable recruitment and hiring practices that attract a diverse pool of candidates.
- Providing training and development opportunities that promote awareness of diversity and inclusion issues and enhance cultural competency.

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- Creating a work environment free from discrimination, harassment, and bias, where all individuals are treated with respect and dignity.
- Facilitating equal opportunities for career advancement and progression based on skills, performance, and potential.
- Reviewing and revising policies and procedures to ensure alignment with diversity and inclusion principles and legal requirements.
- Holding leaders and managers accountable for promoting diversity and inclusion within their teams and fostering an inclusive work culture.
- Monitoring progress towards diversity and inclusion goals, and regularly reporting on outcomes to stakeholders to promote transparency and accountability.

PURPOSE OF THE POLICY:

The Diversity and Inclusion Policy at Data Quest aims to establish a framework that promotes and supports diversity, equity, and inclusion throughout the organization. This policy aims to attract, retain, and develop a diverse workforce that reflects the communities we serve and enriches our organizational culture. It ensures equal opportunities for all employees, regardless of their background, enabling them to thrive and advance based on their skills, abilities, and contributions.

By fostering an inclusive workplace culture where every individual feels valued, respected, and empowered to contribute their best, we harness the power of diversity to drive innovation, creativity, and better decision-making.

This ultimately enhances our business performance and competitiveness. Furthermore, this policy aligns with our corporate values of integrity, respect, and teamwork, promoting a workplace environment that upholds these principles.

DEFINITIONS

- **Diversity:** Refers to the variety of characteristics and perspectives that make individuals unique, including but not limited to race, ethnicity, gender, age, sexual orientation, religion, disability, and cultural background.
- **Inclusion:** Involves creating a work environment where all individuals are respected, treated fairly, and have equal access to opportunities and resources. It involves valuing and leveraging differences to foster a sense of belonging and maximize individual and organizational performance.
- **Discrimination:** The unjust or prejudicial treatment of individuals or groups based on factors such as race, ethnicity, gender, age, sexual orientation, religion, disability, or any other characteristic protected by law.
- **Harassment:** Unwelcome conduct, verbal or physical, based on factors such as race, ethnicity, gender, age, sexual orientation, religion, disability, or any

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other protected characteristic, that creates an intimidating, hostile, or offensive work environment.

- **Equity:** Ensuring fair treatment, access, opportunity, and advancement for all individuals, while striving to identify and eliminate barriers that have historically prevented the full participation of certain groups.
- **Microaggressions:** Subtle, often unintentional behaviors or comments that convey discriminatory or biased attitudes towards marginalized groups.

PARTIES AND RESPONSIBILITIES:

- **Managing Director:** Champion diversity and inclusion efforts within the organization and allocate resources to support diversity initiatives.
- **Human Resources (HR) Department:** Implement inclusive recruitment and hiring practices and develop training programs on diversity awareness and cultural competence for all employees.
- **Managers and Supervisors:** Foster an inclusive work environment by promoting diversity awareness and respect among teams, ensuring equitable opportunities for career development based on merit.
- **Employees:** Embrace diversity and inclusion principles, promoting them in daily interactions and activities, contributing to a positive and inclusive workplace culture.

IMPLEMENTATION

Development of Diversity and Inclusion Strategy:

- The managing director and relevant stakeholders will develop a comprehensive Diversity and Inclusion Strategy outlining goals, objectives, and initiatives to foster a diverse and inclusive workplace culture.

Integration into Organizational Policies and Practices:

- HR will revise and integrate inclusive practices into recruitment, hiring, and promotion processes, ensuring equitable opportunities.
- Managers and supervisors will incorporate diversity and inclusion principles into performance evaluations, feedback sessions, and team dynamics.

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Training and Development Programs:

- HR will develop and deliver training programs on diversity awareness, unconscious bias, and cultural competency for all employees, embedding diversity and inclusion in the organization's core values.

Employee Engagement and Support:

- HR will promote diversity and inclusion initiatives, facilitate employee feedback, and organize events celebrating diversity.

Monitoring and Evaluation:

- The managing director will establish metrics and KPIs to monitor progress toward diversity goals. Regular assessments and evaluations will measure the effectiveness of diversity initiatives and identify areas for improvement.

COMPLIANCE

Data Quest is committed to adhering to legal and regulatory requirements concerning diversity, equity, and inclusion. This commitment includes monitoring changes in legislation by the managing director to ensure policies and practices remain compliant.

We prohibit discrimination and harassment based on protected characteristics such as race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or veteran status. Equal employment opportunities are provided based on qualifications and abilities.

We ensure accessibility and accommodation for employees with disabilities to promote inclusivity, handling requests in accordance with laws and policies. Employees, including managers and supervisors, receive training on diversity and inclusion policies, non-discrimination practices, and legal compliance.

Training emphasizes maintaining an inclusive work environment and the consequences of non-compliance. We encourage employees to report discrimination, harassment, or bias incidents through established channels.

Complaints are promptly investigated and actions are taken as per policies and Iraqi laws. Periodic reviews and audits assess compliance, informing enhancements to our diversity and inclusion strategies and practices.

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AUTHORITY'S APPROVAL

This Diversity and Inclusion Policy has been approved by the Managing Director of Data Quest in December 2023. The approval signifies the company's commitment to fostering a diverse and inclusive workplace culture aligned with our corporate values and strategic objectives.

The Quality Manager endorses this policy and oversees its implementation across all departments and levels of the organization. This policy is integral to our mission of creating an environment where diversity is celebrated, inclusion is practiced, and every individual can thrive professionally and personally.

*Managing Director,
Amed Latif.*

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